

Travel & Expense Management System (TEMS)

User Group Meeting

Sept. 23, 2005

Agenda:

1. Introductions
2. Roles & Responsibilities
3. Charter Review
4. Materials in Your Book
5. Requirements Workshop Overview
6. Roadmap Coordination

Agenda Item 2A: User Group Member's Role

- Analyze requirements.
- Identify issues that may impact project.
- Help with alternatives analysis.
- Review project proposals & deliverables.
- Communication with others in your agency.

Agenda Item 2B: User Group Member's Responsibility

- Actively fulfill your role.
- Attend workshops & meetings (make sure Secondary member can attend if the Primary cannot). Quorum is representatives from five agencies.

Agenda Item 3: Charter Review

- Refer to Project Book

Agenda Item 4: Review Materials in Project Book

- Refer to Project Book

Agenda Item 5: Requirements Workshop Materials

Agenda Item 5A: Workshop Purpose

Review, validate, modify and categorize requirements. Set priority on requirements.

Agenda Item 5B: Requirements Workshop Overview

- Requirements are drafted at a relatively high level – RFP level.
- This is “what” the system does, not “how”. The “how” part will happen in the Implementation Phase when we work on system design.
- Make sure we consider the primary business functions within the project scope.
- OFM product managers have drafted a set of requirements and business rules. We will review these. There are decisions to make about each requirement:

Requirements Decision	Options
Status	<ol style="list-style-type: none"> 1. OK as written. Common business process. 2. OK as written. Business processes vary by agency. Requires system customization by agency. 3. Issues with the requirement. 4. Need more information about the requirement. 5. Delete this requirement.
Priority	<ul style="list-style-type: none"> • Essential • High • Medium • Low

- The facilitator will read the requirement and the group will discuss it as necessary. User Group members should be thinking about how this requirement will play out for their agency. Does it seem to require a unique approach (e.g., because of policy issues) or can it be handled with an enterprise solution.
- The most economical system will be one that presents common business processes – an enterprise solution. Customizations require additional costs to develop and maintain. For requirements with status options 2, 3, or 4, the OFM team will want some time to consider the issue(s), identify the impacts & costs, and to see what the Roadmap modeling and best practices recommendations are regarding this requirement.

Agenda Item 5C: Ground Rules

- Consider and respect all ideas

- Keep an open mind
- Support open discussion and honesty
- Keep on topic
- Manage airtime (facilitator will monitor time spent on individual topics)
- Keep the discussion on a business level – not personal
- Others???

Agenda Item 6: Roadmap Review:

- Kathy Rosmond – Roadmap goals
- Keeping in synch with the Roadmap

Tentative Workshop Schedule:

Session	Date	Topics
1	Sept. 23	Welcome, Overview, Roadmap, Req. 3.01 – 3.05
2	Oct. 4	Req. 3.06 – 3.09
3	Oct. 11	Req. 3.10 – 3.12
4	Oct. 18	Req. 3.13 – 3.14
5	Oct. 25	Roadmap, Req. 3.15 – 3.17
6	Nov. 1	Req. 3.17 – 3.18 & Business Rules
7	Nov. 8	Issues & New Requirements
8	Nov. 15	Issues & New Requirements

ID	Function	Session
3.01	Setup an Agency	1
3.02	Inactivate an Agency	1
3.03	Setup a User	1
3.04	User Profile Information	1
3.05	Inactivate User Account	1
3.06	Transfer Profile Information	2
3.07	Pre-Approval Request	2
3.08	Reimbursement Request	2
3.09	Pre-Payment Request	2
3.10	Account Coding	3
3.11	Payment Approval	3
3.12	Manage Workflow	3
3.13	Report/Query Information	4
3.14	System Help	4
3.15	Broadcast Message	5
3.16	Policy Exceptions – System Notification	5
3.17	Maintenance of User Information	5 & 6
3.18	Travel Reservations	6
	Business Rules	6